



Tax Assessor Supervisor

Franklin County is currently recruiting for the position of a Tax Assessor Supervisor. An employee in this class plans, organizes, and directs the valuation of property, assessment of taxes, and administration of a land records system for the County. Work includes serving as the Tax Assessor Department division manager. This employee plans and directs the work of a staff responsible for appraising property, listing taxes, maintaining property records and other files, handling appeals and public contacts on tax assessments. Work involves developing policies, procedures, and methods for program operations; interpreting laws, rules, and regulations; handling budget and personnel matters; and working with sensitive and controversial issues in the tax assessment program. The employee also works closely with the county-wide general reappraisal project, providing quality control for both outside consultants and in-house staff. Independent judgment and considerable initiative are required in managing program operations and working with the public. Work is performed under the supervision of the Tax Administrator and is reviewed through conferences, records, reports, and statistical analysis of appraisal standard metrics.

Duties and Responsibilities:

- Plans, organizes, and directs the evaluation of personal and real property which is subject to taxation by the County. Works closely with the revaluation program for the County, based on State requirements.
- Supervises staff responsible for listing and appraising property, preparing tax records, preparing and mailing of tax bills, handling of appeals, discovering unlisted property, and handling a variety of records, files, and information. Hires, trains, motivates, coaches, and disciplines employees.
- Defines, explains, and defends tax values during property reviews and at meetings of the Board of Equalization Review or the North Carolina State Property Tax Commission. Coordinates and serves as administrative support to the Board of Equalization and Review.
- Aids in the preparation of annual departmental budgets. Develops and maintains property value estimates for multiple county departments, municipalities, fire districts and state reporting.
- Handles the appraisal processes, particularly those which are appealed and are controversial in nature.
- Explains tax laws, policies, and procedures to property owners, attorneys, real estate specialists, and the general public.
- Assures that all required notices, postings, deadlines, and other guidelines are met in the tax appraisal and revaluation system so that tax bills can be generated on schedule with accuracy and fairness.
- Meets with citizens, attorneys, consultants, and other interested persons with inquiries about property value assessments, explaining process for arriving at property valuation; addresses and seeks to resolve disputes pertaining to property value assessments.
- Tracks property transfers within the county; develops valuation and depreciation tables for use in office valuations and revaluation programs. Works closely with staff involved in tax mapping through GIS technology to assure proper tax maps.
- Exercises considerable initiative and independent judgement to ensure effectiveness of the tax program.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Thorough knowledge of modern technology and their application to tax assessment programs.
- Thorough ability to deal courteously and tactfully with the public.
- Considerable knowledge of State laws governing the administration of taxes on real and personal property.
- Considerable knowledge of accepted practices in assessing real and personal, residential, commercial, and industrial property.
- Considerable knowledge of office practices and procedures required in a tax assessment office.
- Knowledge of the organization and functions of County government.
- Knowledge of modern supervisory practices, and County personnel, budgeting, and purchasing policies.
- Ability to evaluate and appraise a wide variety of real and personal property.
- Ability to establish and maintain an effective relationship with public officials, other departments, employees, and the general public.
- Ability to handle sensitive and controversial tax appeals and other situations.
- Ability to interpret and explain laws, policies, and procedures relating to listing and assessing property.
- Ability to plan, organize, and evaluate the work of employees.
- Ability to organize work and establish priorities to meet guidelines and deadlines of the state.

Desirable Education and Experience:

Graduation from a four-year undergraduate program with a strong foundation in technology and mathematics. NC Department of Revenue/IAAO certifications in property appraisal are preferable but may be achieved within 24 months after hire. Experience in property appraisal, real estate, or related field and in supervising multiple employees and projects simultaneously; or an equivalent combination of education and experience.

Special Requirement:

Willingness to obtain special training and certification by the Department of Revenue as prescribed by the Machinery Act of the State of North Carolina. Valid North Carolina Driver's License.

Work Location: Louisburg, NC

Hiring Salary Range: \$55,330 – \$58,097 *****Salary commensurate with experience*****

Salary Range: \$55,330 – \$85,761

Closing Date: February 4, 2022

How to Apply: Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.

Pre-Employment Drug Screen and Criminal Background Screening are required.